

**WHATCOM COUNTY WATER DISTRICT NO. 13
BOARD OF COMMISSIONERS
REGULAR MEETING APRIL 25, 2023**

CALL TO ORDER

The regular meeting of the Commissioners of Whatcom County Water District 13 was called to order by Commissioner Robert Vandenhaak at 6:03 pm. All commissioners were present. District employee Carson Cothren was present in person. District employee Cheryl Thompson was absent. District employee Brenda Gamache was present via Zoom. Roger Kuykendall from Gray & Osborne was present via Zoom and 1 member of the public was present.

BILLS PAYABLE

RW/AA a motion was made and seconded to approve the Claims Payment Request form dated 04/10/23 in the amount of \$5,001.38. Motion carried 4-0.

RC/RW a motion was made and seconded to approve Payroll dated 4/14/23 in the amount of \$10,517.00. Motion carried 4-0.

RC/RW a motion was made and seconded to approve the Claims Payment form dated 4/25/23 in the amount of \$ 5,171.05. Motion carried 4-0.

RC/RW a motion was made and seconded to approve the Excise Tax Request form dated 4/25/23 in the amount of \$1,684.31. Motion carried 4-0.

ADOPTION OF MINUTES

Regular Meeting March 28, 2023

AA/RW a motion was made and seconded to approve the regular meeting minutes from March 28, 2023. Motion carried 4-0.

FINANCIAL REPORTS

YTD Expenses – Review

March 2023 Expense report was presented to the Board for review.

Treasurer's Reports

March 2023 financial reports were presented to the Board for approval.

RW/AA a motion was made and seconded to approve the March 2023 financial reports. Motion carried 4-0.

Cash Position, Collection Report, Aged Receivables, and the Delinquent Account Report

March 2023 Cash position reports were presented to the Board for review.

March 2023 Aged Receivables and Delinquent Account Reports provided for review.

Petty Cash

RW/RC a motion was made and seconded to approve Petty Cash disbursement of \$10.00. Motion carried 4-0.

PUBLIC COMMENT FORUM

No public comments made.

WATER & WASTEWATER REPORT

District Operations Report

The March operations report was provided to the Board.

Consumption Report

The March consumption report was provided to the Board.

BUSINESS MANAGEMENT REPORT

Meeting Log

The meeting log was presented to the Board.

UNFINISHED BUSINESS

WASWD Monthly update

Some water districts are leasing land to cell phone companies for cell tower installation to boost revenue. WASWD's "Retro" program members can qualify for cash back on L&I premiums when total claims costs for pool members are less than the L&I premiums paid. \$1.12 million was refunded to pool members in 2022. Since WASWD's upcoming Fall 2023 & Spring 2024 Conferences are close by, Rebecca suggested that Carson & Cheryl attend, perhaps alternate, to have the chance to network with other operators and administrators.

Balfour Valley

No update

Red Mountain

Jack received questions from the Whatcom County Health Department (WCHD) regarding what the district is doing. Jack asked if Roger could give an assessment of the district's water activities to the WCHD and Jack would pay for Roger's time. WCHD has questions about what the district is doing in terms of being willing to serve in the plat development process. Jack will send a list of questions to Robert, then the commissioners will discuss it. Gray & Osborne could bill the district for Roger's time and the district could then bill Jack for the invoice.

Whatcom Water Alliance

Richard, Rebecca, and Carson took a tour of the Lynden Water Treatment Plant. WWA sent out their new water conservation social media toolkit for Spring. Brenda and Cheryl will work on the CCR and WUE reports the first week in May.

Engineering Capacity Analysis Report

The new Wastewater Treatment Plant permit from the Department of Ecology (DOE) is not yet ready. Roger spoke to the DOE Regional Manager and the new permit will likely have lower requirements for BOD & TSS, more in line with a lagoon treatment facility and they will not require an MBR facility. There may be a need for a new aerator.

Policy Review and Development

Water Meter Tampering-Rebecca provided a copy of Covington Water District's Tampering, Meter Box Obstruction, Water Theft Fine document. Using this document as a template, Cheryl will create a new water meter tampering document.

Resolution 03-2023-Retirement Benefits for Employees through DPS

AA/RC a motion was made and seconded to approve retirement benefits for employees through the Department of Retirement Systems. Motion carried 4-0.

Sprague Valley Generator

3 bids received for generators and 2 more are coming. A diesel generator is preferred, and a decision will be made once the other bids are received.

WCWD13 Board of Commissioner's Meeting

April 25, 2023

Radio Frequency Water Meters

The US Department of Interior has funds for smart meters. Further discussion at next month's meeting.

State Audit

May 30, 2023 is when the annual state audit is due. Brenda is arriving on April 30, and departing on May 5, 2023.

Lead Line Service Inventory

Tabled until next meeting.

Policy Review: Water Rates for over usage

Rebecca reviewed the water consumption report for August and January to see water usage in summer and winter. The goal of adjusting the water base rate is to encourage water conservation. The following water usage rates were proposed: The base rate is 15,000 gallons per bi-monthly flat rate of \$46, 15,001-25,000 gallons @\$1/1,000 gallons, 25,001-30,000 gallons @\$3/1,000 gallons, and 30,001 gallons and above @\$6/1,000 gallons.

Engineering Statement of Qualifications Review

Cheryl will contact MRSC to see if they have a template for a scoring/rating system for Engineering Statement of Qualifications.

Security Camera System Upgrade Bid Review

The biggest concern is the monthly monitoring fee from each firm. Robert said a 7 camera solar powered system can be purchased from Amazon for around \$750.00 that could be installed by staff. Robert will provide more information and further discussion will take place at the next meeting.

Resolution 04-2023, Vacant Commissioner Position #3

RW/RC a motion was made and seconded to declare Commissioner Position #3 vacant and approve Resolution 04-2023. Motion carried 4-0.

NEW BUSINESS

Letter of Interest Vacant Commissioner Position #3

One letter of interest has been received. The vacancy will be posted on the website and emails and postcards will be sent and mailed to ratepayers to see if there is further interest. Someone can be appointed for the rest of the year. A decision will be made at the next meeting.

Jackue Fowler-Honorary Commissioner and Tree Planting Discussion

RW/RC a motion was made and seconded to make a sitting Commissioner who passes away while elected can become an honorary Commissioner. Motion carried 4-0.

Donations will be collected to purchase a lilac tree to be planted at the wastewater treatment plant along with a plaque.

CONCLUDE

There being no further business Robert Vandenhaak concluded the meeting at 7:41 pm. These Minutes were presented and approved at a regular meeting of the Board of Commissioners on 05/23/23.

APPROVED: Rebecca Cayen DATE: 5/23/23

[Signature] 5/23/23

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